

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

ASSOCIATE ACCOUNTANT #OC105178

Office of the Commissioner
Fiscal Services Division – Central Contract Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Associate Accountant
Location: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC105178
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: \$71,988.00 - \$92,585.00
Posting Date: September 30, 2013 **Closing Date:** October 7, 2013

This position will be part of the Central Contract Unit, a new unit established to manage the contract processes of four new State Human Service Agencies: Department of Rehabilitative Services, Department of Aging, Department of Housing and the Office of Early Childhood. Experience with state human service contracting required.

Eligibility Requirement:

Candidates must have applied for and passed the Associate Accountant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: Responsible for annual and ongoing review of contracts (Human Service/POS, PSAs, MOU/As) to include contract budget through final contract stage; Review contracts for completeness and accuracy; Coordinate the fiscal reviews of the contract documents with each contracting state agency; Perform examination of required fiscal reports and budget revisions related to contracts; Coordinate with Budget Unit of applicable state contracting agencies for review of funding award to determine accuracy and amounts for contracts; Analyze and compare data to develop fiscal reports in response to requests from the Office of the Fiscal Analysis, OPM, Governor's office, each contracting state agency; Provide technical assistance to contractors regarding accounting procedures, financial reporting documents and forms; Assist contractors to understand contract content/language; Site visits to contractors as required; Liaison to applicable state agencies, OPM, OAG; Track and analyze payments by SID and Program to determine breakout of individual contract payments; Input Contracts into CORE system; Prepare and assemble payment confirmations for Public Accounting firms at year-end; Analyze fiscal data to determine any potential withholding of payments related to surplus identified through review of fiscal contractor reports; Act as liaison between each contracting state agency and the contractors related to fiscal/administrative aspects of contract; Communicate verbally and written with contractors and other contracting state agency staff; Organize and maintain files; Other duties as requested.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@ct.gov

N AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-5)**